

23 September 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : External Training

1. The Administration Advisory Group urges that Agency personnel be made aware of current laws and regulations governing sponsorship for external training.

2. Agency employees have always been keenly interested in receiving sponsored training both as a means to sharpen their skills and to prepare themselves for future work assignments. Recently, this interest has intensified largely as a result of Personnel Development Plans, Equal Employment Opportunity, but also because some components have recently been encouraging employees to participate in self-initiated training. A manifestation of this heightened interest is seen in the soaring number of employees who registered in the Off-Campus Program.

3. The laws and regulations governing external training have evolved through interpretation and application over the year. The result is that sponsorship for much training today is legally permissible and approvable when just a few years ago approval would have been impossible. The more liberal application of the law has not become widely known throughout the Agency. There is confusion and misunderstanding by both employees and supervisors as to what constitutes sponsorable training under existing laws.

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4. After review, the Advisory Group feels that personnel would benefit by an issuance, explaining the laws and their nuances. Perhaps an Employee Bulletin would reach the largest audience. We recommend this subject for your review.

DDA/Advisory Group

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